

Utah State University

**DigitalCommons@USU**

---

Educational Policies Committee

Faculty Senate

---

9-2-2010

## Educational Policies Committee Minutes, September 2, 2010

Utah State University

Follow this and additional works at: [https://digitalcommons.usu.edu/fs\\_edpol](https://digitalcommons.usu.edu/fs_edpol)

---

### Recommended Citation

Utah State University, "Educational Policies Committee Minutes, September 2, 2010" (2010). *Educational Policies Committee*. Paper 189.

[https://digitalcommons.usu.edu/fs\\_edpol/189](https://digitalcommons.usu.edu/fs_edpol/189)

This Minutes is brought to you for free and open access by the Faculty Senate at DigitalCommons@USU. It has been accepted for inclusion in Educational Policies Committee by an authorized administrator of DigitalCommons@USU. For more information, please contact [digitalcommons@usu.edu](mailto:digitalcommons@usu.edu).



**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**2 September 2010**

A meeting of the Educational Policies Committee was held on 2 September 2010 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Larry Smith, Vice Provost, Chair  
Ed Reeve, Curriculum Subcommittee Chair and Engineering  
Charlie Huenemann, General Education Subcommittee Chair  
(representing Norm Jones)  
Brain Warnick, Agriculture (representing David Hole)  
David Olsen, Business  
Scott Bates, Emma Eccles Jones College of Education and Human  
Services  
Charlie Huenemann, HaSS  
Layne Coppock, Natural Resources  
Richard Mueller, Science  
Vince Lafferty, Regional Campuses and Distance Education  
(representing Ronda Menlove)  
Wendy Holliday, Merrill-Cazier Library  
Bill Jensen, Registrar's Office  
Cathy Gerber, Registrar's Office

Absent: David Hole, Academic Standards Subcommittee Chair  
Representative from Caine College of Arts  
Representative from Graduate Council  
Tanner Wright, Academic Senate President  
Trevor Nelson, Graduate Student Vice President

**I. Minutes of the 1 April 2010 meeting**

David Olsen moved to approve the minutes of the 1 April 2010 meeting. Charlie Huenemann seconded; motion carried.

**II. Subcommittee Reports**

**A. Curriculum Subcommittee**

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved

No action was taken on the request from the Department of Animal, Dairy and Veterinary Sciences to consolidate three graduate degree programs, including a proposed Animal Health and Disease Specialization into one MS/PhD Degree Program. The proposal needs to be resubmitted using the new revised R 401.

No action was taken on the request from the Jon M. Huntsman School of Business to offer a Master of Science in Financial Economics to be housed in the Department of Economics and Finance . This proposal needs to be resubmitted using the new revised R401. This proposal also needs to be approved by the Graduate Council and the Budget, Faculty and Welfare committees before being submitted to the Curriculum Subcommittee.

The discussion item pertaining to whether or not the instructor and/or advisor should have the permission to override prerequisites will be continued at the October 7, 2010 meeting.

Ed Reeve will be updating the Curriculum Subcommittee Handbook. A link to the handbook will be sent to all members once it has been updated.

Just a reminder that the semester course approval form must have signatures from both departments/colleges if the course is multiple listed. Also remember to attach a syllabus for all new courses.

### **EPC and Curriculum Subcommittee Schedule for 2010-2011**

#### EPC and Curriculum Subcommittee Meetings

September 2, 2010  
October 7, 2010  
November 4, 2010  
December 2, 2010  
January 13, 2011  
February 3, 2011  
March 3, 2011  
April 7, 2011

#### Agenda Items Due

August 19, 2010  
September 23, 2010  
October 21, 2010  
November 18, 2010  
December 16, 2010  
January 20, 2011  
February 17, 2011  
March 24, 2011

### **Curriculum Subcommittee members for 2010-2011:**

Chair and College of Engineering  
College of Agriculture  
Jon M Huntsman School of Business  
Caine College of Arts  
Emma Eccles Jones College of Education and Human Services  
College of Humanities and Social Sciences  
College of Natural Resources  
College of Science  
Regional Campuses and Distance Education  
Library  
General Education Subcommittee Chair  
Graduate Council  
Academic Senate President  
Graduate Student Vice President  
Registrar's Office  
Registrar's Office

Ed Reeve  
Thomas Bunch  
Jeffrey Doyle  
**To be determined**  
Scott Hunsaker  
Patricia Gantt  
Layne Coppock  
Richard Mueller  
Ronda Menlove  
Wendy Holliday  
Norm Jones  
Shelley Lindauer  
Tanner Wright  
Trevor Nelson  
Bill Jensen  
Cathy Gerber

Richard Mueller moved to approve the business of the Curriculum Subcommittee. David Olsen seconded; motion carried.

## **B. Academic Standards Subcommittee**

Academic Standards Committee Meeting Minutes

08 April 2010 ESLC 245

Convened 2:30 pm

Attendees: Chris Call (CNR), John Mortensen (Registrar), David Hole (Agriculture), John Barton (RCDE). Ed Glatfelter (retired faculty).

Agenda items:

### **Certificates**

The committee discussed the certificate approval process and reviewed the policies at various other institutions. We reached a consensus that the policies and procedures regarding certificate development and approval of the University of Utah best meet the needs that USU has. That policy is attached. Since the R401 form and the procedure for Board of Regents approval is in a state of change, it was decided to pass the recommendation on to the EPC, but not write specific language until the new program approval process is in place.

### **Latin scholastic distinctions**

Currently transfer students may graduate with a degree from USU with 30 hours of USU coursework but are only eligible for Latin scholastic distinctions after completing 40 hours of credit in residence at USU. After discussion, there was no motion to change the current policy.

### **Incomplete policy**

The current USU policy does not explicitly state that any portion of the course must be completed by a student that is requesting an incomplete grade. After discussion and review of policies at other Utah institutions, USU's current policy is the only policy that does not stipulate that at least a substantial portion of the course must be completed with a passing grade to be eligible for consideration of an incomplete grade. The approved suggested language is attached.

David Hole will chair the academic standards sub-committee for the 2010-2011 academic year.

The meeting was adjourned at 3:10 pm.

**Subject: FACULTY REGULATIONS – Chapter VIII –Section 21 (9-8.14)  
UNDERGRADUATE CERTIFICATES**

### **POLICY**

Undergraduate certificates are given in recognition of a pattern of courses, often drawn from several departments, which, when taken together, produce an emphasis that is not

the same as an academic major or minor but that gives a student a competence worthy of some formal recognition.

Undergraduate certificates shall require at least 20 semester hours of designated work. The Council is willing to consider appropriately supported requests for waiving the minimum hour requirement.

Proposals for new undergraduate certificate programs are created by departments and colleges and submitted for approval to the Undergraduate Council, which will send approved proposals on to the Faculty Senate and the Board of Trustees for their review and approval. Proposals for new undergraduate certificates requiring 20-29 semester hours of designated work do not need be considered by the Board of Regents; they will be added to the annual list of certificates submitted to the Commissioner of Higher Education in December of each year.

Proposals for new undergraduate certificates requiring 30 or more semester hours of designated work need to be presented to the Board of Regents as an Information Item (see R401-4.1.1).

Students who fulfill the requirements of an undergraduate certificate that has been approved by the Board of Trustees will have the certificate recorded on their University of Utah transcript.

## **GUIDELINES**

### **A. DEVELOPMENT OF NEW UNDERGRADUATE CERTIFICATE PROGRAMS**

1. Proposals for new undergraduate certificate programs are created by departments and colleges and submitted for approval to the Undergraduate Council providing the information outlined in Section B. Proposals for undergraduate certificate programs that need to be presented to the Board of Regents as an Information Item shall be submitted using the template and providing the information in the Board of Regents Policy R401, Section 9.4.

2. Proposals must be accompanied by endorsement from the department heads and deans of the college in which the contributing coursework is housed, as well as from those academic units whose students or programs could be affected by the creation of the new undergraduate certificate.

3. Interdisciplinary undergraduate certificate programs are encouraged.

### **B. CRITERIA FOR PROGRAM SUBMISSION**

Proposals for new undergraduate certificate programs shall include the following:

Need. A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally derived data;

Educational Objectives. A statement of the educational objectives of the certificate.

Impact on Existing Programs. The certificate proposal will address the question of the impact of the program on any related programs.

Courses. A statement of the proposed course sequence associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed. The proposal will address the possibility of program delivery using distance education approaches.

Student Advisement. Identify the department/college office that will coordinate the certificate program, advise students, and communicate with administrative offices.

Budget. Describe the costs of the certificate program and how the program will be funded.

Library Resources. Confirmation from the appropriate University library, or libraries, that current resources are sufficient to meet the research needs of the certificate program.

Approved Language:

**Incomplete (I) Grade**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student maybe unable to complete all of the coursework because of extenuating circumstances. The term “extenuating” circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family,(3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an “I” and a letter grade for the course computed as if the missing work were zero. An *Incomplete Grade Documentation Form* must be filed by the instructor in the department or college office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid. An incomplete grade may be granted only if the student has completed the majority of the course and is passing the class at the time. The student is required to complete the work by the time agreed upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the “I” will be removed and the letter grade originally submitted with the I” will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly with the instructor awarding the “I” grade, and in accordance with departmental and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting

an “I” grade and required work to be completed in order to remove the “I” grade must be recorded on the *Incomplete Grade Documentation Form*, which must be filed with the departmental office. Resolution of the “I” grade does not involve a complete repeat of the course, only the completion of missing coursework. **A student does not reregister for the course.** All “I” grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.

Approval of the April 8, 2010 Academic Standards Subcommittee minutes was tabled until the October 7, 2010 meeting.

The Academic Standards Subcommittee consists of the following members:

David Hole-EPC-Ag-Chair

Layne Coppock-EPC-NR

John Barton-RCDE

Michael Lyons-HASS

John Mortensen-Registrar

Stephanie Hamblin-Advising

The code charges EPC to appoint four faculty members and one student from EPC and additional members as they desire.

"The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise."

As a result, the EPC needs to identify two additional EPC faculty members and the EPC student representative to serve on this committee. The meetings are currently scheduled for the third Thursday each academic month at 3:30pm.

The Educational Policies Committee appointed Richard Mueller and Charlie Huenemann as the two EPC faculty members who will serve on the Academic Standards Subcommittee. The EPC student representative on the Academic Standards Subcommittee will be determined later.

## **C. General Education Subcommittee**

### **GENERAL EDUCATION COMMITTEE MINUTES**

**April 20, 2010, 8:30 A.M.**

**Champ Hall Conference Room**

---

**Present:** Norm Jones, Chair; Larry Smith, Provost's Office; Charlie Huenemann, HASS; Kathy Chudoba (represented by Jeff Johnson), Business; Dan Coster, Quantitative Intensive; Don Cooley, CIL; Christie Fox, Honors; Mary Leavitt, HASS Advising; Carolyn Cárdenas, Creative Arts; Janet Anderson, Agriculture; Nancy Mesner, Natural Resources; Rhonda Miller, Communications Literacy/Intensive; Wendy Holliday, Library; Roberta Herzberg, Social Sciences; Rob Barton, CIL; Tyler Tolson, ASUSU President; Vince Lafferty, RCDE; Wynn Walker, Engineering.

**Absent:** Brian McCuskey, Humanities; Brock Dethier, HASS; Ryan Dupont, Life & Physical Sciences; Dick Mueller, Science; John Mortensen, Registrar's Office; Shelley Lindauer, Education; Craig Petersen, American Institutions; Stephanie Hamblin, University Advising.

---

Norm Jones called the meeting to order at 8:30 a.m.

#### **Approval of Minutes**

Charlie Huenemann moved to approve the minutes of March 23, 2010. Motion was seconded by Rhonda Miller and the motion was passed unanimously.

#### **Course Approvals**

**PSC 3420 (QI)** – Pending

**APEC 5015 (CI)** - Pending

**SOC 3330 (DSS)** - Approved. Roberta Herzberg moved to approve. Motion was seconded by Charlie Huennemann and the motion passed unanimously.

**ECON 3200 (DSS)** - Approved. Roberta Herzberg moved to approve. Motion was seconded by Charlie Huennemann and the motion passed unanimously.

**IELI 2470/2475(BSS)** - Pending

**RELS 1010 (BHU)** – Approved. Charlie Huenemann moved to approve. Motion was seconded by Wendy Holliday and the motion was passed unanimously.

#### **Syllabi Approvals**

**HONR 1340 (BSS)** for Michael D. Thomas – Approved

**USU 1320 (BHU)** for Gary McGonagill – Approved

**HONR 1330(BCA)** for Joanne Zottiero – Pending

#### **Other Business**

1. PEP 4100 (CI) - Request for removal from CI designation
2. PFP 1050 (BSS) – Withdrawn
3. Vote taken on General Education Committee Chair for 2010 – 2011: Nomination by Vince Lafferty for Norm Jones. Seconded by Carolyn Cardenas. Motion to close the nominations by Rhonda Miller. Seconded by Charlie Huenemann. The motion passed unanimously.



4. CIL was discussed by the committee with major input from most committee members. Pros and cons were discussed regarding the proposals submitted by Don Cooley and Wendy Holliday. It was proposed that further discussion be had regarding these proposals over the summer and then revisit this discussion in September 2010. Tyler Tolson moved to table this discussion until September 2010. Motion was seconded by Charlie Huenemann and the motion passed unanimously.

### **Next Meeting – Tuesday, September 21, 2010 @ 8:30 a.m. in Champ Hall**

David Olsen moved to approve the business of the General Education Subcommittee. Wendy Holliday seconded; motion carried.

### **III. Other Business**

The new R401, Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports can be found at:

[http://www.usu.edu/provost/forms/program\\_proposals.cfm](http://www.usu.edu/provost/forms/program_proposals.cfm)

We need to set a goal of paying greater attention to style content and format.

### **Educational Policies Committee members for 2010-2011:**

Chair and Vice Provost	Larry Smith
Curriculum Subcommittee Chair	Ed Reeve
General Education Subcommittee Chair	Norm Jones
Academic Standards Subcommittee Chair	David Hole
College of Agriculture	David Hole
Jon M Huntsman School of Business	Stacey Hills
Caine College of Arts	To be determined
Emma Eccles Jones College of Education and Human Services	Scott Bates
College of Engineering	Ed Reeve
College of Humanities and Social Sciences	Charlie Huenemann
College of Natural Resources	Layne Coppock
College of Science	Richard Mueller
Regional Campuses and Distance Education	Ronda Menlove
Merrill-Cazier Library	Wendy Holliday
Graduate Council	To be determined
Academic Senate President	Tanner Wright
Graduate Student Vice President	Trevor Nelson
Registrar's Office	Bill Jensen
Registrar's Office	Cathy Gerber

Meeting adjourned at 3:25 p.m.  
Larry Smith conducted the meeting.  
Cathy Gerber recorded the minutes.